Division Support Rate Form Instructions

All data is required for each Division Support rate that you are requesting.

01   **Description:**
This section identifies the division that the rate is supporting.

02   **Division Name/Number:** Provide the name of the division that this rate is intended to support.

03   **Responsible Individual:** Identify the individual within the division that is responsible for this Division Support rate.

04   **Program Code (XD):** Specify the program code that will be used to track the costs associated with this Division Support rate (this will be an XD** code).

05   **Effective Date:** Indicate the date that this Division Support rate is expected to be implemented; for most rates, this will be 10/1/96.

06   **Estimated Cost:**
This section provides cost data related to the proposed Division Support rate.

07   **Work Package No.:** Identify the work package number. This number can be obtained directly from the related work package form.

08   **WP Title:** Indicate the title of the program/work package.

09   **FY96 $k:** Indicate the FY96 dollars for this work package. This number can be obtained directly from the related work package form.

10   **FY97 $k:** Indicate the FY97 dollars for this work package. This number can be obtained directly from the related work package form.

11   **Work Package Cost:** Total the work packages related to this Division Support rate for both the FY96 $k and FY97 $k columns.

12   **Modified Total Cost:**
This section identifies the base to be used for this Division Support rate.

13   **Total Division Costs:** Indicate your anticipated costs for the division. Include **operating costs only**. Exclude any P***, Y***, or Z*** codes.

14   **Less Lines J10, J20:** Indicate any Group or Division Support applied. These costs are not a part of the base for Division Support and need to be removed.

Division Support Rate Form Instructions (continued)

15   **Less Division XD** Cost:** Specify any XD costs for the responsible division. For example, if this rate request is for XD7B; any XD7B costs that are included in the Total Division Costs, above, need to be removed. Division Support costs are not part of the base for Division Support.

16   **Less Expensed Equipment (Fin Acct 60900):** Identify any costs included in your Total Division Costs that will be charged to this financial account. These costs are excluded from the base for Division Support.

17   **Less G&A:** Indicate any G&A costs that are included in your Total Division Costs. G&A is not a part of the base for Division Support.

18   **Less Recharges:** Specify any Recharge costs included in your Total Division Costs. Recharges are not a part of the base for Division Support.

19   **Modified Total Cost:** Subtract Items 14 - 18 from your Total Division Costs. Enter the remaining amount, which represents the base for this Division Support rate.

20   **Rate:** This is a calculation based on prior fields. Divide the total work package cost for each year by the total base for each year to determine the rate.

21   **Approval:** For each rate request, obtain the signature of the appropriate business team leader and the division director (or responsible manager) before submittal to BUS-3.